

APPENDIX E

MINIMUM GLSP ATTORNEY SKILLS DEVELOPMENT STANDARDS

DURING THE FIRST SIX MONTHS

1. Become court certified for state and superior courts.
2. Know and comply with LSC regulations, GLSP policy and eligibility guidelines.
3. Know and comply with GLSP Minimum Legal Work Standards and local office rules on case handling.
4. Be able to interview clients to obtain necessary information in order to make a recommendation as to eligibility, priorities and merit.
5. Be able to draft letters to clients, attorneys and adverse parties which are understandable to the reader.
6. Be able to develop independently a case plan on routine cases: able to assess and independently decide what elements are necessary to prove case, how to prove and proceed to prove elements for trial.
7. Be able to prepare for and handle an administrative hearing: analyze issues, research law and facts, assemble and develop supportive evidence, anticipate weaknesses, prepare witnesses, prepare cross examination.
8. Perform thorough legal research, including using computer-assisted research if appropriate.
9. Write a substantive legal memorandum of ten or more pages which demonstrates ability to write, use correct citation, and analyze facts and law. This may need to be assigned. (See Part VII of Staff Attorney Job Description)

BY THE END OF THE SECOND SIX MONTHS, THE NEW STAFF ATTORNEY/LAW ASSISTANT SHALL:

1. Be able to handle an informal conference for a public housing or subsidized housing tenant.
2. Be able to put on evidence at a bench hearing.
3. Be able to defend or prosecute cases in magistrate court.
4. Be able to write persuasive letter briefs and/or briefs for administrative proceeding.
5. Have a working knowledge of poverty law practiced in office.
6. Have a working knowledge of CPA, Uniform Superior Court Rules and Georgia evidence.

7. Be able to draft complaint, answer for state courts.
8. Be able to draft discovery for state court cases.
9. Be able to handle a contested motion hearing.
10. Handle a second level administrative appeal, including writing an argument.
11. Write a persuasive legal brief or memorandum of ten or more pages which demonstrates ability to write, use correct citation, and analyze facts and law. This may need to be assigned. (See Part VII of Staff Attorney Job Description)
12. Be able to negotiate settlements favorable to client after analyzing case's factual and legal strengths and weaknesses.
13. Be able to accurately and comprehensively identify issues and applicable law.

BY THE END OF THE SECOND YEAR, THE STAFF ATTORNEY SHALL:

- 2.1 Master use of Georgia Rules of Evidence, CPA.
- 2.2 Develop a working knowledge of the communities in which attorney works: structure, demographics, and client needs.
- 2.3 Talk to client groups on at least one substantive legal issue and respond to questions.
- 2.4 Write on a fifth grade level an article or brochure on at least one substantive legal issue geared to clients.
- 2.5 Participate in a GLSP task force and contribute to a project that requires legal and factual research to develop strategy for administrative or legislative advocacy.
- 2.6 Co-counsel an application for discretionary appeal or direct appeal to one of the Georgia appellate courts.
- 2.7 Be able to handle as lead counsel a hearing with factual disputes (not just contested legal issues) in civil, state, superior, or federal court (not magistrate).

- 2.8 Draft a complaint for federal court, including all documents required by local rules, affidavit to proceed in forma pauperis and application to proceed.
- 2.9 Be familiar with Federal Rules of Civil Procedure and Evidence and local rules for all districts in practice area.
- 2.10 Be able to accurately identify strengths and weaknesses of alternative approaches.
- 2.11 Be proficient in knowledge of poverty law practiced in office.

BY END OF THE THIRD YEAR, THE STAFF ATTORNEY SHALL:

- 3.1 Handle as lead counsel an application for discretionary appeal or direct appeal to one of the Georgia appellate courts.
- 3.2 Co-counsel, or participate on a litigation team, on a case in federal court.
- 3.3 Be able to draft discovery for a federal case.